



# Town of Lunenburg Computer Equipment and Services Acceptable Use Policy

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## **1. Introduction**

The Town of Lunenburg provides staff with computer equipment and the ability to communicate and receive information using electronic mail and the Internet. The Town utilizes this technology to improve staff efficiency and communication, and to serve the public more effectively. These computer resources are the property of the Town of Lunenburg and should be used for appropriate business purposes only. Town employees are expected to use their access to electronic mail and the Internet in a responsible and informed way.

Questions regarding acceptable use can be referred to the Technology Director or the CAFO's Office.

## **2. Prohibited Activities**

The following activities are strictly prohibited:

- Any illegal activity, including, but not limited to, the transmission of copyrighted or trade secret material, obscene or threatening materials, or the participation in any type of criminal activity.
- Transmission of materials used for commercial promotion, product endorsement or political lobbying.
- Attempts to violate the Town of Lunenburg computer system or the computer system of any other municipality, institution, organization, company or individual.
- Software piracy, or the downloading and transferring of software for which the user does not have proper licensing.

## **3. Use of Computers**

### **3.1 Authorized Use**

Computers are provided for specific employees who utilize them to perform their job functions. Department Heads are responsible for determining which personnel are authorized to use each computer under the Department Head's purview. Any unauthorized use of computer equipment is prohibited.

### **3.2 Software**

The copying or installing of software programs without prior approval of the Technology Director or the CAFO is prohibited.

### **3.3 Virus Checking**

Data files such as word processing documents, spreadsheets and database files which originate from computers other than those located in a Town office must be checked for viruses before use. Users needing procedures for checking viruses should contact the Technology Director. The Technology

Director may impose additional restrictions or regulations on the importing of files from computers outside the Town's network.

### **3.4 Storage**

Documents and data files stored on the town's computers are the property of the Town and may be accessed by authorized personnel for the purposes of, but not limited to, system maintenance, back-up, recovery, virus checking and adherence to this policy.

## **4. Use of Passwords**

### **4.1 Confidentiality**

Passwords should be kept confidential at all times. Employees should endeavor to create passwords that are unique and not easily discoverable.

### **4.2 Changing Passwords**

Users should periodically change their passwords. Users needing instructions for changing their password should contact the Technology Director.

## **5. Use of Electronic Mail (Email)**

### **5.1 Town Business**

Email is an effective way to communicate with town employees and other job related contacts. Email is to be used for town business only. Email and any related on-line services, are the property of the Town of Lunenburg. Abuse of this privilege could result in the loss of electronic mail for the individual.

### **5.2 Content**

Electronic mail should never be used for any illegal activity, including but not limited to, the transmission of copyrighted or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any type of criminal activity. Electronic mail should also never be used to create offensive or disruptive messages or images. Among those things which are considered offensive are any messages or images which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

### **5.3 Public Record**

Email messages are considered public record and therefore are discoverable. Users are considered the custodians of their messages and should maintain messages according to relevant public record law.

### **5.4 Confidentiality**

Email (particularly Internet email) should be viewed as an unsecured mode of transportation. Confidential information should **NEVER** be sent via electronic mail. Employees should never assume that email messages or Internet postings are personal or confidential. All messages sent or received by electronic mail can be tracked by the Town's computer system. Employees are not authorized to retrieve or read messages that are not sent to them unless the intended recipient gives express permission.

## **5.5 Unsolicited Email**

Unsolicited email received from the Internet should not be opened. The user should delete the message immediately. Never open an attachment, especially if you do not know the source. Opening unknown attachments could initiate a virus.

## **6. Use of Internet Browsing Software**

### **6.1 Privileges**

Internet browsing capabilities are extended to those personnel requiring access to information on the World Wide Web.

### **6.2 Job Functions**

Browsing should be limited to Internet sites directly related to the user's job function.

### **6.3 Downloading**

Under no circumstances should software programs be downloaded from the Internet and / or installed without the prior permission of the Technology Director or the CAFO. See section 3.2.

### **6.4 Downloading of Documents**

Careful consideration should be made before downloading data files (word-processing and spreadsheet files) from an Internet site. The reliability of the source of the document should be considered. Since harmful programs can be transmitted via documents, all documents must be checked for viruses prior to use. See section 3.3.

## **7. Referral to the Technology Director**

### **7.1 Unusual Occurrences**

All matters relating to unusual occurrences must be reported immediately to the Technology Director. When something unusual occurs, record information such as steps taken and warnings from the computer to aid the Technology Director in diagnosing the situation.

## **8. Sanctions**

Any employee who violates this policy or uses the Town's computer system for inappropriate purposes shall be subject to disciplinary action, up to and including discharge.

# Town of Lunenburg

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### Employee Confirmation of Receipt

The use of the Town's computer system constitutes employee consent to monitoring of systems and is conditioned upon strict adherence to this policy. Any employee who violates this policy or uses the Town's computer system for improper purposes shall be subject to discipline, up to and including discharge.

I certify that I was given a copy of this policy and provided the opportunity to ask questions about its content.

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Employee Name

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Employee Signature

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Date